

23 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

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1. In a discussion with [redacted], Chief, Contract Personnel Division, I learned that the proposal to set contract employee's retirement age at 60 years is presently in the Director of Personnel's office. The present concept is that those now over 60 will be given five years before they are required to retire. The proposal, when approved, will affect four or five senior LS instructors.

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2. [redacted], a graduate of our 44-week full-time Chinese course, returned on Thursday for a brief visit to the School. He graduated in January 1970 and has spent the intervening 18 months at [redacted] and on the job in [redacted]. He confirmed orally the report that we have had from several of our graduates that their grounding in Chinese is substantially better than that of their fellow students [redacted], particularly in the area of spoken Chinese. 25X1A6a

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3. We have received a request from [redacted] to test a [redacted] national in 24 languages. They wanted us to provide tapes and written testing materials to administer the tests in the field. Because the nature of our testing program ordinarily calls for the participation of native speakers for oral testing and completely controlled conditions for reading tests, we could not honor the request as originally presented. We are going to provide FE with a recorded speaking test in which the stimuli will be in [redacted]. The examinee will be required to speak in each of the target languages. The recorded tests will be sent to the Language School for evaluation.

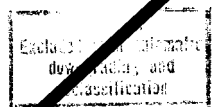
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4. We received 20 new lab booths this week. Ten will replace the old booths in the Headquarters laboratory; the other 10 will house the Cooper machines that are to be installed in the LS lab.

5. The cassette continues to increase its role as a training device. We are beginning to find that students are using their cassettes at home not only to supplement but, in some cases, even to replace study in the stationary lab. The clerical pool is also making further use



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of our cassette capability. Not only have we installed dictation tapes for them at Headquarters, but this week we made up cassettes for them to loan out for home study as well.

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6. We have sent to C/ISS a draft of a special Bulletin announcing the Russian reading courses which are given at Headquarters by [REDACTED] 25X1A9a [REDACTED] There are five courses in all, ranging from Russian Familiarization to Advanced Reading at the 3 level. We plan to offer these courses in Room 1D1609, behind the Headquarters lab, by converting the two small studios into a classroom. The work should be completed in August.

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7. During the summer, while the Headquarters course load has been low, we have had [REDACTED] handle some language classes in the [REDACTED]. This move is part of an effort to keep the two Headquarters instructors aware of current LS practices and methodology.

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8. [REDACTED] participated in a three-week workshop on programmed instruction at the University of Rochester. The workshop stressed writing short programs on a variety of topics using different programming formats. As a final project, students wrote a complete programmed unit in their own field. As a result of the workshop, the Language School now has a program on the two-way prepositions in German.

9. Language School Statistics:

Students and Classes as of the week of 12 - 16 July 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 46	Full-time - 25
Part-time - <u>74</u> (34 Hqs.)	Part-time - <u>33</u> (5 Hqs.)
TOTAL.....120	TOTAL.....58

Laboratory hours for the week of 12 - 16 July 1971:

Language School - 197
Headquarters - 32

There were 27 proficiency tests given during the week of 12 - 16 July 1971.

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[REDACTED]
Acting Chief, Language School

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